

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship Washington, D.C. 20210	<u>Distribution:</u> A-541 Headquarters A-544 All Field Tech A-547 SD+RD+SAA+ Lab.Com	<u>Subject:</u> Program Guidance Memorandum (PGM): Goals for Fiscal Year (FY) 2013 <u>Code:</u> 943
Symbols: DPAMS/AV		<u>Action:</u> Immediate

PURPOSE: To provide guidance to field, regional, and national office staff on the FY 2013 strategies, activities, outputs, measures, and outcomes the Office of Apprenticeship (OA) is responsible for and to inform OA staff of the requirements for developing this fiscal year's annual plans.

BACKGROUND: The purpose of the OA's program guidance memorandum (PGM) is to bring focus to the critical work we do as an office. More specifically, its aim is to provide guidance to field, regional, and national office staff on the strategies, activities, outputs, measures, and outcomes that we as individuals, and as a collective whole, are responsible for. It should be apparent that the areas outlined in the PGM are consistent with the intent of the National Apprenticeship Act and its implementing regulations, Title 29 CFR part 29 (labor standards for apprenticeship programs) and Title 29 CFR part 30 (equal employment opportunity in apprenticeship programs). Organizing annual work plans and performance standards to align with this PGM ensures OA staff is performing work consistent with our implementing regulations and that OA is reporting on progress to support the goals of the Secretary of Labor and Assistant Secretary of ETA.

The document is intended to serve as the template for the development of field, state, regional and national office work plans. Regional Directors, State Directors, and technical staff will lift those pieces of the overall OA operating plan that relate directly to the work within their sphere of responsibility. Each individual plan will not necessarily include every milestone or measure outlined in the PGM. For example, there are a number of milestones that the national office is responsible for implementing – these include activities such as the oversight of the Advisory Committee on Apprenticeship and enhancements to the Registered Apprenticeship Partners Information Data System (RAPIDS). The PGM should have the effect of providing the big picture which individual, state, and regional plans can easily attach. This year, the PGM has been streamlined and has placed a greater emphasis on attempting to create better alignment between individual and office work plans. As a result, there should be an improved connection of how individual plans support state plans, which support regional plans, which then become the foundation of office-wide operations.

REPORTING: It is important that all regional offices report in a timely, consistent and accurate manner. The regional plans and reports should be results oriented. Regional Annual Plans should be sent via electronic mail to the National Office to Michael Qualter.

The regions will be informed the submittal dates for the mid-year and end-of- year reports.

Use the RAPIDS to enter data no later than the 5th day after the end of each quarter. If you have any questions, please contact Anna Velez at (202) 693-2986 or Greg Wilson at (202) 693-2954.

ACTION: OA staff are expected to become familiar with the goals in the PGM and follow the guidance contained in this bulletin to plan, undertake activities, and report results for FY 2013. Regional Offices should refer to the attached PGM for the required elements and reporting format. State Directors are to share this document with their respective SAA contact and/or Labor Commissioner.

NOTE: This bulletin is being sent via electronic mail.